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| **Commissioned** | **Agenda item** | **Action** | **Milestones** | **RAG rating** | **Date of Completion** |
| 17th January | Social Prescribing | To develop and implement a delivery plan for Social Prescribing | To be presented at the June Board Meeting. |  |  |
| 17th January | Tourism Levy | Officers to:  commission research  develop a full engagement strategy in line with the Culture, Tourism and Sport Board comments and decision. | Further Research into the Tourism Levy is underway by the LGA officer team and a update paper has been provided to the Board at the 21st March Board Meeting. |  |  |
| 17th January | Activity Update | The team to provide a training day for peers and peer challenge managers before they conduct the library and culture peer challenges.  The team to work on booking speakers and arranging agendas for the upcoming Culture and Sports Leadership Essentials Courses. | The training day took place on the 30th January and received positive feedback.  The team hosted another successful leadership essentials event for officers on the 28-1st march. |  | 30th January  28 February-1st March |
| 17th January | Outside Bodies | Officers to act upon the Board’s nomination to the LGA Coastal SIG. | Coastal SIG notified of appointment, and 1st March meeting attended |  | 1 March 2019 |
| 17th January | Minutes of the last meeting | Minutes of the last meeting to appear at the start of Culture, Tourism and Sport Board meeting agenda. | This has been put in place for the 21st March Board Meeting. |  | 21 March 2019 |
| 17th January | Any Other Business | Work Programme to be included in each Culture, Tourism and Sport Board meeting agenda. | For next meeting. |  | 21 March 2019 |
| 17th January | Any Other Business | Members suggested Sport England, Arts Council and the FA come to future meetings. | Sport England arranged to speak at the Board on 21 March, alongside tourism consultants and Sheffield City Council.  Arts Council England and the FA to be invited to come to future boards. |  |  |
| 17th January | Any Other Business | Member Services Officer to investigate the possibility of Members using skype to dial into the next Board meeting in Sheffield. | Currently investigating with location managers |  |  |